

Google Calendar

<http://www.google.com/calendar>

Before You Begin

If you currently have your calendar in Outlook and want to completely transition to Google Calendar:

1. Click the **ADD** link under "Other Calendars" on the left hand side and choose **IMPORT CALENDAR**
2. Follow the 3 step process on the Import Calendar tab

If you currently have your calendar in Outlook and want to keep both Google Calendar and Outlook synced, click this link for instructions on enabling Google Calendar Sync.

<http://www.google.com/support/calendar/bin/answer.py?answer=89955>

Settings

1. Click the **SETTINGS** link under the calendar list on the left side
2. Click the **GENERAL**, **CALENDAR**, and **MOBILE SETUP** tabs to make changes as desired
3. Click **SAVE** and **BACK TO CALENDAR**

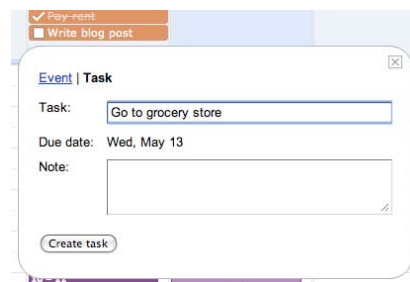
Add Events

1. Click the **CREATE EVENT** link on the upper-left of Google Calendar.
2. Fill in the date, starting time, end time, location, and description of your event. If you're using multiple calendars, you can also select which calendar this event should be on from the Calendar drop-down menu.
3. If you'd like to be reminded of your event, set your desired notification setting. You can be notified by email, text message, or a pop-up message on your computer (though this one only works if Google Calendar is currently open on your computer).
4. Click **SAVE**.

You can also create an event by clicking the appropriate time slot in the calendar itself (drag your mouse to create a multi day event). After entering the event title, you can click **CREATE EVENT** if you're finished, or **EDIT EVENT DETAILS** if you want to add more info.

Create a To-Do List

Create to-do lists and keep yourself on track by using Tasks in Calendar. To get started, sign in to Google Calendar and click the **TASKS** calendar under **MY CALENDARS**. The Tasks gadget will appear on the right side of your calendar grid.



The Tasks gadget is a way to create to-do lists and keep yourself on track. Use the tips below to stay organized:

- To add a task, click the + icon on the bottom of the gadget. You can also create a new task by pressing **ENTER**.
- Select the checkbox next to the item when you're done with a particular task on your list.
- You can remove your completed items from the list (without deleting them) by clicking **CLEAR COMPLETED**. Click **VIEW COMPLETED TASKS** to view those tasks later.
- To delete a task, select it and click the trash can icon on the bottom of the gadget.
- Reorder items on your task list -- press **Ctrl+Up** to move a task higher, and **Ctrl+Down** to move it lower on the list.
- Organize tasks and subtasks by indenting items (just press **Tab** to indent and **Shift+Tab** to move it back).
- Add notes or due dates to tasks by clicking the > symbol to the right of the item.

Tasks with Due Dates:

- To create a task with a due date in Calendar, click on an empty space in Month view or in the All Day section and select the **Task** option.
- To modify a task's date, simply drag the task to a new date (as you would with a calendar event).
- To mark a task as complete from within Calendar, click on the checkbox next to the task.
- Once your tasks have been assigned to calendar dates, keep track of what's due next by using the **SORT BY DUE DATE** feature. To do so, click the **ACTIONS** menu at the bottom of the Tasks gadget and select **SORT BY DUE DATE**. While using this feature, you can reschedule a task by selecting it in your list, then pressing **Ctrl+Up arrow** to move it higher or **Ctrl+Down arrow** to move it lower.

To print a list of your tasks, click the **ACTIONS** menu at the bottom of the Tasks gadget and select **PRINT TASK LIST**.

If you've enabled the Tasks lab in Gmail or iGoogle, you'll have access to the same lists in Calendar.

Add Public Calendars (Holidays)

1. Click the **ADD** link under “Other Calendars” on the left hand side and choose **ADD PUBLIC CALENDAR**
2. Select desired calendar(s)

Stay Connected Wherever You Are

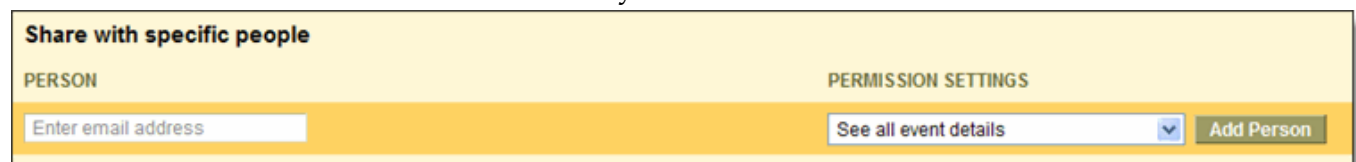
- You can access Google Calendar on your mobile device by going to <http://www.google.com/calendar> in your phone's web browser to sign in. You'll be able to view your agenda, add events, and invite others (at this time, you can't edit or delete existing events from your mobile device).
- You can also stay connected via your mobile device by setting up SMS reminders for your events. With this feature enabled, Google will send you a text message (you have control over how far in advance) with the name, time, and location of your event. To enable SMS messaging, go to the **MOBILE SETUP** tab within the calendar **SETTINGS**.

Create Multiple Calendars

1. Below **MY CALENDARS** on the left hand side, click **CREATE**.
2. Fill in the desired information on the Create New Calendar form and click the **CREATE CALENDAR** button.
3. If you think you're going to be working with a few calendars, it's helpful to assign colors to distinguish your calendars from one another. To do this, click the down-arrow next to the appropriate calendar's name in the calendar list on the left and select a color from the menu that appears.

Share Your Calendar

1. In the calendar list on the left, click the down-arrow next to the appropriate calendar, then select **SHARE THIS CALENDAR**.
2. Enter the email address of the user with whom you want to share your calendar.
3. From the drop-down menu, select the desired level of permission, then click **ADD PERSON**.
4. Note: Once you click **ADD PERSON**, the person you selected to share the calendar with will receive an email invitation to view your calendar.



The screenshot shows a yellow dialog box titled "Share with specific people". It has two tabs: "PERSON" (selected) and "PERMISSION SETTINGS". Under the "PERSON" tab, there is a text input field labeled "Enter email address". To the right of this field is a dropdown menu with the text "See all event details" and a downward arrow. To the right of the dropdown menu is a button labeled "Add Person".

Send Invitations

Invitations let you circulate information about a particular event (without requiring you to share your entire calendar with others). Here's how it works:

1. Click on the event to which you'd like to invite guests (or, create a new event).
2. Click the **EDIT EVENT DETAILS** link.
3. In the Guests box on the right, enter the email addresses of the people you're inviting (if you're a Gmail user, you can click the **CHOOSE FROM CONTACTS** link to see your contacts list).
4. Select the level of control you'd like your guests to have (e.g. whether they can invite more people to your event, view who else has been invited).
5. Click **SAVE**. (Your guests will be able to respond to the event and have the option to leave comments in the event details.)



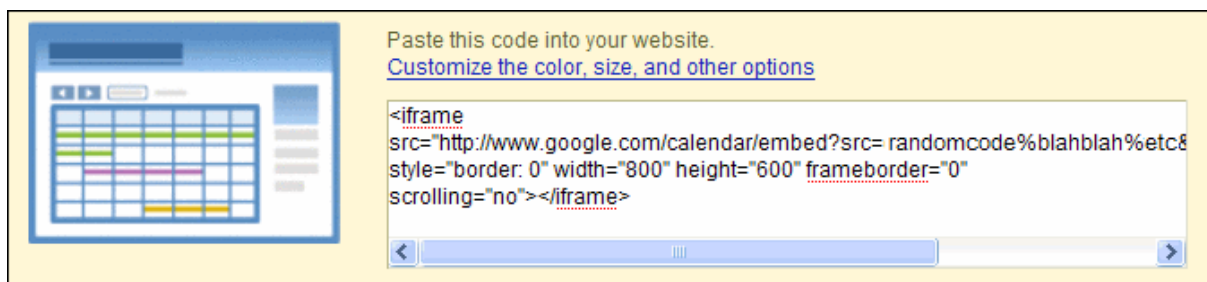
The screenshot shows a 'Guests' panel with a title bar. Below the title bar is a section titled 'Add guests' with a plus icon. Underneath is a text input field with the placeholder text 'Enter the email addresses of guests, separated by commas'. Below the input field is a link that says 'Choose from contacts'. At the bottom of the panel, there is a section titled 'Guests can' with two checkboxes: 'invite others' and 'see guest list', both of which are checked.

Public Calendars and Public Events

By making your calendar public, you're sharing your event information with the entire world. To make your calendar public, follow the instructions above to create a calendar and check the **MAKE THIS CALENDAR PUBLIC** box.

Embed in your Website

1. Select the calendar you want to embed from your Calendars list, and click the down-arrow next to it (note that you'll have to make your calendar public in order to embed it).
2. Select **CALENDAR SETTINGS**.
3. In the 'Embed This Calendar' section, copy the iframe code displayed in the white box.



4. Paste this code into your website to embed your calendar. (see other handout for how to embed the code into your Schoolwires page or wiki).
5. Anyone who views your website will be able to see the events on your calendar, so make sure you don't embed calendars that contain any information you don't feel like sharing with everyone.